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MEMORANDUM FOR THE DIRECTOR

SUBJECT: Library Survey

Friday, 22 February 1957

1. The Consultants gathered bright and early on Washington's Birthday for further discussions with [] on the Library and for a physical examination on the reference collection. They were assisted in their search by [] of the Reference Branch of the Library.

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2. Discussion of the use of intellofax to assist in answering reference questions revealed three areas for further explanation: (a) the adequacy of various sections of the intelligence subject code, (b) the adequacy of additional entries, especially in the case of books, and (c) would more effective support be provided for research programs if materials were screened by a reference librarian to weed out those items not pertinent to a request.

3. The Consultants were not convinced that the use of IBM cards in connection with intellofax runs is the most effective assignment of manpower. The selection of ISC numbers and the pulling of documents would take place in any event. The intermediate step of identifying documents under each ISC number could be done as readily by hand searching a card file. [] will make a hand search of twenty-five to fifty reference questions drawn at random and compare his results with those provided by the machines.

4. The Consultants have approached but cannot solve the question of the possible value of reading material not directly related to an analyst's immediate research problem. They cited theoretical work where the volume of peripheral information may run 50 per cent or higher. Since this has a bearing upon the demands of reference and circulation service, they expect to explore the demand when they talk to consumers.

5. It was felt by the Consultants and endorsed by [] that a visit to the Air University at Maxwell Field might be worthwhile. Although the customers demands are quite different, the solutions to many processing and storage problems may well offer help to this Agency.

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NO CHANGE IN CLASS. ☐

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CLASS. CHANGED TO: TS S G

NEXT REVIEW DATE: _____

NOTE: NH 79-2

25 MAR 1980

DATE: _____ REVIEWER: []

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